

## ORDER FORM

### for Sponsoring Organizations of Centers

In case we need to call: Phone: \_\_\_\_\_

Date: \_\_\_\_\_

**ALL ORDERS Will Be Shipped To The Sponsoring Organization Address**

Package should be sent to the attention of: \_\_\_\_\_

#	Form #	Name	Description
	1350	Recipe for a Healthy Child poster	Poster must be displayed at each sponsoring organization office and each child day care center.
	1352	Recipe for a Healthy Child poster - Spanish	Spanish version of 1350
	1377	Crediting Foods in CACFP	Resource identifying reimbursable foods in CACFP.
	1378	Crediting Foods in CACFP - Spanish	Spanish version of 1377
	AD-475-C	And Justice For All poster	Poster must be displayed at each sponsoring organization office, afterschool program and adult day care center.
	CACFP-101	Adult Meal Pattern	Chart indicating required components and minimum quantities of food for adults in care.
	CACFP-101es	Adult Meal Pattern - Spanish	Spanish version of CACFP-101
	CACFP-102	Child Meal Pattern	Chart indicating required components and minimum quantities of food for children 1-12 years old in care.
	CACFP-102es	Child Meal Pattern - Spanish	Spanish version of CACFP-102
	CACFP-103	Infant Meal Pattern	Chart indicating required components and minimum quantities of food for infants less than 1 year old in care.
	CACFP-103es	Infant Meal Pattern - Spanish	Spanish version of CACFP-103
	CACFP-115	Daily Attendance Record	Sample daily attendance record.
	CACFP-116	Daily Meal Count	Sample daily meal count sheet.
	CACFP-121	Statement Regarding Infant Feeding	Must be completed if the parent/guardian declines the facility's offer to provide infant formula or other meal components.
	CACFP-122	Diskette	Contains Menu Record Book pages in Word format. Includes sample, claim form, daily infant meal record and blank Building for the Future (English & Spanish).
	CACFP-123	CD	Contains Menu Record Book pages in Word format. Includes sample, claim form, daily infant meal record and blank Building for the Future (in 13 languages).
	CACFP-141	Extension of Vendor Contract	
	CACFP-142	Standard Vendor Contract	For annual food costs of <b>less</b> than \$100,000.
	CACFP-143	Bid Packet	For annual food costs of <b>more</b> than \$100,000.
	CACFP-3673	Letter to Households	Mandatory annual letter explaining the income eligibility applications and participant rights.
	CACFP-3673es	Letter to Households - Spanish	Spanish version of CACFP-3673
	CACFP-3695	Daily Infant Meal Record	To record all foods served by caregiver to infants eight months to one year old
	CACFP-3687	Income Eligibility Guidelines for Sponsoring Organizations of Centers	Chart indicating income criteria to qualify for free or reduced price meals. FOR SPONSORING ORGANIZATION USE ONLY.

#	Form #	Name	Description
	CACFP-3696	Menu Record Book for Children 1-12 & Adults in Care	Workbook pages to plan and record the amount of food required for meals/snacks served to children/adults and document the actual quantity of food used for meals/snacks using the child/adult meal pattern. Also available on Diskette or CD. See CACFP 122 or 123.
	CACFP-3718	Order Form for Sponsoring Organizations of Centers	To order forms.
	CACFP-3854C	Participant Data Form for Sponsoring Organizations of Centers	To annually collect racial/ethnic information of children or adults in care.
	CACFP-4259	Monitor Checklist for Day Care Centers	Checklist used by sponsoring organizations to document required monitoring of centers.
	DOH-3682	Application for Participation of Child Day Care Centers serving children 6 weeks to 12 years old	Application for a child day care center serving children 6 weeks to 12 years old to participate in CACFP.
	DOH-3688	Income Eligibility Application for Child Day Care Centers	To determine eligibility for free or reduced price meals for children in care.
	DOH-3688es	Income Eligibility Application for Child Day Care Centers - Spanish	Spanish version of DOH-3688
	DOH-3688ru	Income Eligibility Application for Child Day Care Centers - Russian	Russian version of DOH-3688
	DOH-3688zh	Income Eligibility Application for Child Day Care Centers - Chinese	Chinese version of DOH-3688
	DOH-3703	Claim for Reimbursement for Sponsoring Organizations of Centers	To submit monthly data for payment.
	DOH-3834	Income Eligibility Application for Adult Day Care Centers	To determine eligibility for free or reduced priced meals for adults in care.
	DOH-3834es	Income Eligibility Application for Adult Day Care Centers - Spanish	Spanish version of DOH-3834
	DOH-3834ru	Income Eligibility Application for Adult Day Care Centers - Russian	Russian version of DOH-3834
	DOH-3834zh	Income Eligibility Application for Adult Day Care Centers - Chinese	Chinese version of DOH-3834
	DOH-3868	Application for Participation for Adult Day Care Centers	Application for an adult day care center to participate in CACFP.
	DOH-4154	Application for Participation of At-Risk Centers serving children 13-19 years old	Application for the at-risk snack/supper component.
	N0004	Food Buying Guide	

**FIND OUT MORE ABOUT WIC** – Information about WIC. Sponsoring organizations are required to distribute annually to the family of each child under 6 years old.

English 4081	Spanish 4082	French 4083	Haitian Creole 4254	Vietnamese 4255	Hindi 4256	Arabic 4257	Chinese 4258	Russian 4259

**BUILDING FOR THE FUTURE** – Notification to parents about CACFP. Sponsoring organizations are required to distribute to each family at time of enrollment.

English	Spanish	Chinese	French	Haitian Creole	Hmong	Japanese	Khmer	Lao	Portuguese	Russian	Thai	Vietnamese	Bengali	Yiddish	Arabic	Hebrew

Submit your order  
using **ONE**  
of these options:  
→

**Mail to:**  
CACFP Orders  
150 Broadway FL 6 West  
Albany, NY 12204-2719

OR

**Fax to:**  
(518) 402-7252  
NO NEED FOR COVER PAGE

OR

**Email to:**  
[cacfp@health.state.ny.us](mailto:cacfp@health.state.ny.us)

For information about an order placed with the Child and Adult Care Food Program call 1-800-942-3858